

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing department records and reports of activity. Employees of this class perform routine typing and filing duties, answer telephones, enter records into the department computer, and keep records for payroll, in addition to entering information in department files and retrieving such information as required. Employees of this class perform routine duties independently, and report to and have work reviewed by a Police Lieutenant who is in charge of the department's administrative functions.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Receives department records and reports and processes or files them according to department procedure. Enters routine information in department records. Fills out all forms or records assigned. Reads graphs, charts, manuals, records, reports, or related department documents and compiles and analyzes data needed for reports.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically. Retrieves information or documents from the files. Operates a computer terminal in order to enter or retrieve information from files.

Keeps accounts showing the money and assets of the police department. Makes calculations necessary and prepares payroll records. Takes questions and complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Compiles information for and assists in preparing a departmental operating budget.

Maintains an inventory of supplies and equipment for clerical functions. Prepares purchase requisitions according to departmental procedures and orders supplies.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department

procedures. Answers questions and handles any routine requests by visitors to the police department.

Transcribes dictation from a voice machine, dictaphone, or transcriber. Types letters, forms, memos, statements, formal reports, or any other documents assigned by a supervisor. Proofreads typed material and corrects errors. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by a supervisor. Processes outgoing mail and interdepartmental correspondence.

Operates a copying or duplicating machine to make copies of required documents. Operates a calculator or adding machine to assist in making mathematical computations.

Processes evidence received from police officers following legal requirements and established department policy. Takes fingerprints and photographs for booking records. Prepares court docket. Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Must present a certificate verifying the ability to type forty-five (45) words per minute.

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